

MEASUREMENT STANDARDS SPECIALIST III



OPEN – STATEWIDE

AJ50/0105

CONTINUOUS TESTING

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

CONTINUOUS TESTING INFORMATION

The testing office will accept applications (Form 678) continuously and will notify and test applicants as needs warrant. Testing is considered continuous as closing dates (final filing dates) can be set at any time and eligible lists are merged. Applications postmarked, personally delivered or received via interoffice mail after the closing date will be held over for the next examination.

The testing period for this examination is *January 1 to June 30 and July 1 to December 31.*

FINAL FILING DATES: June 30, 2003 and December 31, 2003.

The beginning of the testing period is based upon when an individual is placed on the eligible list. Once you have taken the examination, you may not reapply for 12 months.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

HOW TO APPLY

Submit applications (Form 678) to the following address:

Department of Food and Agriculture
Examination Unit
Attention: Rhoda Jones
1220 N Street, Suite A-151
Sacramento, CA 95814

TESTING METHOD

The testing method used may be one or a combination of the following: **ORAL OR WRITTEN EXAMINATION, EDUCATION & EXPERIENCE OR SUPPLEMENTAL APPLICATION.**

TESTING INFORMATION

The Testing Method chosen will have a total weight of 100 percent. In order to obtain a position on the employment list, a minimum rating of 70 percent must be attained. If more than one testing method is used, a minimum rating of 70% must be attained in each phase of the examination.

If utilizing an Oral Examination method, a number of predetermined job-related questions will be asked. Competitors who do not appear for the Oral Examination will be disqualified. If a Testing Method requires a candidate to appear in person, they must bring either a photo identification card or two forms of signed identification to each phase of the examination. If utilizing an Education and Experience method, an evaluation of the candidate's experience and education will be compared to standard rating criteria developed from the State of CA Classification Specification. For this reason, it is especially important to take special care in accurately and completely filling out his or her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application.

SPECIAL TESTING ARRANGEMENTS

If you need special arrangements for a written, a performance, or an oral test, be sure to say so on every application you file. Mark the appropriate box in #2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear at a test, call the Department of Food and Agriculture Exam Unit at (916) 654-0422.

REQUIRED IDENTIFICATION

NOTE: Applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY RANGE

\$ 3654 - \$ 4441

ELIGIBLE LIST INFORMATION

A Departmental "Open" list will be established for the Department of Food and Agriculture. The eligible list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below. This is an open examination. Applications will not be accepted on a promotional basis. Career Credits do not apply and Veterans preference credits will be granted.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "Or" II, "Or" III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to the examination as meeting 100 percent of the overall experience requirement.

NOTE: All applications/resumes must include "to" and "from" dates (month/day/year); time base; and civil service class titles

Either I
One year of experience performing the duties of a Measurement Standards Specialist II in California state service.

Or II
Four years of increasingly responsible experience, one of which shall have been in a supervisory capacity, in either (1) the enforcement and administration of laws, rules, and regulations pertaining to weights and measures; or (2) the design, inspection, maintenance, installation or repair of weighing or measuring equipment or other precision instruments. *(Experience in the California state service applied toward this requirement must include one year performing the duties of a class at least equivalent in level to that of a Measurement Standards Specialist II.) (College education with major work in mathematics, chemistry, physics, engineering, physical science, electronics, criminal justice, business administration, or related fields may be substituted for a maximum of two years of the required non-supervisory experience on the basis of two years of education being equivalent to one year of experience.)*

LICENSE REQUIREMENT: Possession of a valid Class 1 driver license. *(Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.)*

POSITION DESCRIPTION

This is the supervisory level. Under direction, has (1) statewide responsibility for a specialized type of equipment; or (2) responsibility for multiple types of equipment in a major region of the State. In either of the above capacities, supervises, trains and directs staff in the assigned area engaged in testing and inspecting weighing and measuring instruments.

SCOPE OF EXAM

- A. Knowledge of:**
- 1. Principles of algebra, geometry, statistics, electronics and engineering;
 - 2. Physical principles involved in the operation of weighing and measuring instruments;
 - 3. Analysis and application of electronic solid-state circuitry as applied to digital voltmeters, computers and electronic transducers;
 - 4. Test instruments commonly used with electronic equipment;
 - 5. Concepts, methodology, practices, and design principles involved in the construction, installation, operation, and inspection of mass, volumetric, and linear measuring instruments such as scales, meters, cordage measuring devices, and the calibration of instruments;
 - 6. Specifications and tolerances in the California Administrative Code applicable to these instruments;
 - 7. Physics as applied to weighing, measuring and electronic metering instruments;
 - 8. Principles and techniques of supervision and effective training;
 - 9. Applications of computers and microprocessors in commercial weighing and measuring devices;
 - 10. Principles of effective personnel management, supervision, and training;
 - 11. A Manager's/Supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

AND

SCOPE OF ON-THE-JOB
KNOWLEDGE AND ABILITIES

- B. Ability to:**
- 1. Interpret and apply weights and measures laws and regulations relating to weighing and measuring instruments;
 - 2. Determine the sufficiency and validity of evidence to prosecute violators of weights and measures laws;
 - 3. Establish and maintain cooperative relations with those contacted in the work;
 - 4. Analyze situations accurately and take effective action;
 - 5. Analyze data and draw sound conclusions; prepare clear and concise reports and correspondence;
 - 6. Communicate effectively;
 - 7. Provide effective training;
 - 8. Advise manufacturers regarding suitability and applicability of new designs, models, and technical features in the market place;
 - 9. Develop specifications and tolerances for weighing and measuring and electronic metering instruments;
 - 10. Learn and apply formal investigation techniques and procedures, and rules of evidence and court procedures;
 - 11. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

SPECIAL PERSONAL
CHARACTERISTICS
VETERANS PREFERENCE

Willingness to travel.

Veterans preference credits will be granted in this examination. Veterans preference credit will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to change in the law, effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans credits.

CAREER CREDITS

Career Credits do not apply in this examination.

QUESTIONS?

If you have any questions regarding this announcement, please contact the California Department of Food and Agriculture, Examination Unit, 1220 N Street, Sacramento, CA 95814, (916) 654-0422.

GENERAL INFORMATION

The California Department of Food and Agriculture and the State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Americans with Disabilities Act, Title II: The California Department of Food and Agriculture (CDFA) is committed to a strong policy of equal employment opportunity. To this end, CDFA does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDFA on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request. Candidates must be able to perform the essential functions of the position with or without reasonable accommodations.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. If an offer of employment is made, a medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required. All job offers are subject to an approval process.

If you meet the requirements stated you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

It is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit three (3) days prior to the written test date if s/he has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Food and Agriculture Examination's Unit at (916) 654-0422 three (3) weeks after the final filing date if s/he has not received a progress notice.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: ① sub-divisional promotional, ② departmental promotional, ③ multi-departmental promotional, ④ service-wide promotional, ⑤ departmental open, ⑥ open. Eligible lists will expire in from one (1) to four (4) years unless otherwise stated on this bulletin.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel may consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress s/he has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. Directions for applying for veterans preference are on the Veterans Preference Application form which is available from State Personnel Board office or written test proctors.

High School Equivalence: Equivalence to completion of the twelfth (12th) grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING IMPAIRED:

FROM TDD PHONES: 1-800-735-2929

FROM VOICE PHONES: 1-800-735-2922